



# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>T38-09-0287-SL</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Health Science Specialist          (31957A)          GS-0601-7          \$40,075 to \$52,099 per annum          (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>Dayshift          M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Research Service,          Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Temporary,          NTE 1 Year &amp; 1 Day          1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant          503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>09/23/09</b>	<b>8. <u>Closing Date</u></b>  <b>09/29/09</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The incumbent is responsible for functions to include: assisting in the development of policies, procedures and criteria for administration of organization's health science research program. The incumbent will also perform a variety of administrative duties to maintain specialized data and assist in the implementation of Study designs. Maintains records, prepare project administrative and statistical reports for review process. Screening, evaluating and recruiting participants for clinical trials is also required. Give instructions to patients and arrange appointment, assemble patient charts, record patient charts, and record physician and or principle investigator orders. The incumbent has the ability to retrieve laboratory reports, and other relevant patient data.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-601, Health Sciences Specialist series applies and may be reviewed in the Human Resources Management Service office. Applicants must meet basic requirements as well as specialized experience and/or education requirements to qualify.

**Basic Requirements:** The individual occupational requirements typically provide at least two methods for applicants to meet the basic requirements of the occupations covered by this standard:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in an academic field related to the health sciences or allied sciences.

Where specific course requirements are not indicated, the number of semester hours required to constitute a major field of study is the amount specified by the college or university attended. If this number cannot be obtained, 24 semester hours will be considered as equivalent to a major field of study. The nature and quality of this required course work must have been such that it would serve as a prerequisite for more advanced study in the field or subject-matter area. Related course work generally refers to courses that may be accepted as part of the program major.

- The "paragraph B" method generally requires that an applicant possess a core of educational credit, such as described in paragraph A above, plus additional education and/or experience. The method of determining the number of semester hours required to constitute a major field of study is the same as described in paragraph A.

The quality of the combination of education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation, and is comparable to that normally acquired through the successful completion of a full 4-year course of study with a major in the appropriate field. In addition to courses in the major and related fields, a typical college degree would have included courses that involved analysis, writing, critical thinking, research, etc. These courses would have provided an applicant with skills and abilities sufficient to perform progressively more responsible work in the occupation. Therefore, creditable experience should have demonstrated similarly appropriate skills or abilities needed to perform the work of the occupation

**Specialized Experience:** One (1) year of specialized experience equivalent to at least the next lowest GS level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Specialized experience includes work as a Clinical Coordinator, Research Associate, Research Assistant, or similar position. Duties may include, but are not limited to, grant writing, screening and evaluating human subjects for studies, preparing and analyzing data sets, writing, editing, and reviewing research papers for leading journals, coordinating single or multiple site human subjects studies, providing training to new members of the team on study protocols, etc.

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**Substitution of Education for Experience:** One full year of graduate education or superior academic achievement meets the specialized experience required **only** in those instances where it is directly related to the work of the position. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

**BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors may result in your application receiving a less than desirable rating:***

1. Please explain your research experience in working with clinical trials and other research studies conducted in universities or medical centers.
2. Describe your experience in working with Institutional Review Boards, R & D Committees and other governing agencies in research.
3. Explain any experience in writing grant proposals, research protocols or study designs.
4. Please explain knowledge of research design, statistics and research ethics (Code of Federal Regulations).
5. Please list any experience in using statistical software to analyze data (such as SPSS, SAS or Stata) and other database software such as Excel, Access and SQL.
6. Describe experience in coordinating studies for a university or medical center including recruitment, data collection, interviewing subjects, informed consent procedures, auditing research studies and maintaining adequate records.
7. Explain any experience writing research publications or book chapters based on original research.

**CONDITIONS OF EMPLOYMENT:**

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non citizens only in very limited circumstances where there are no qualified citizens available for the position.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

**HOW TO APPLY:**

**All application packets must be received in Human Resources by Close of Business (COB) on 09/29/09.** Application forms may be obtained in Human Resources Office or on our external website

<http://www.visn20.med.va.gov/Portland/mc/hr>

*Applications may be mailed to:*  
Portland VA Medical Center, P4HRMS  
**Attn: T38-09-0287-SL**  
PO Box 1034  
Portland, OR 97207

*Or brought in person to:*  
Portland VA Medical Center  
3710 SW US Veterans Hospital Rd  
Building 16, Room 300  
Portland OR 97239

US Citizens must submit:

1. [OF 612, Optional Application for Federal Employment](#), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later). (REQUIRED).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates must submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**